



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.10

Subject: Preventing/Apprehending/Reporting Escapes at Youth Development Centers

Supersedes: DCS 27.10, 01/01/02

Local Policy: No

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

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Application

To All Department of Children's Services Youth Development Center Employees

Authority: TCA 39-16-601; TCA 37-4-101; TCA 37-5-106

Policy

Youth Development Center employees shall supervise youth in a manner to prevent or decrease escapes. When it has been determined that a youth has escaped, the appropriate facility employees and central office employees shall be notified immediately.

Procedures

A. Preventing escapes

1. Each youth development center must prepare detailed written procedures to address an escape that is part of the facility's contingency plan. All youth development center employees must receive annual training on the contingency plan.
2. Each superintendent must ensure that all security devices are inspected daily and properly maintained.
3. Proper supervision of youth by employees is crucial to the prevention of escapes. Employees must be alerted to any abnormal occurrences among youth. All employees must be particularly alert to the risk of escape during the movement/transportation of youth. Each employee is

responsible for the youth he/she supervises.

4. Youth program staffing teams shall consider youth's security needs during the course of their program at the youth development center.

B. Apprehending escapes

1. Any employee who observes or suspects an escape attempt must immediately inform the Central Operating Center (COC). Pursuit of the escaping youth must begin immediately and shall proceed according to the facility contingency plan.
2. Employees in every job classification may be utilized in searches for escapes.
3. The children's services manager of security or designee shall coordinate a search for the escapee(s) and shall ensure that:
 - a) A sufficient number of on-duty personnel are assigned to the search operation while maintaining sufficient employee coverage to supervise the center's youth population. The children's services manager of security/designee may call in additional personnel as needed for the search.
 - b) Information identifying the number and description of the escapee(s) must be communicated to all employees involved in the search. At the superintendent's request, information may also be communicated to those individuals in the surrounding community who are likely to encounter the escapees.
 - c) Tracking dogs may be used to aid in the search where possible.
 - d) Search procedures may be discontinued when it seems likely that the escapees are no longer in the vicinity of the youth development center as determined by the superintendent or designee.

C. Reporting escapes

1. The officer in charge must immediately notify the children's services manager of security and the superintendent of all escapes except failure to return on time from a pass.
2. Procedures as outlined in the facility contingency plan shall be followed. The Executive Director of Juvenile Justice

must be notified and a report completed and electronically generated via the *Critical Incident Reporting Web Application* on the DCS Intranet to document the escape and search procedure.

3. The children's services manager of security or designee shall ensure that local jurisdictional law enforcement authorities are notified to apprehend the youth(s).
4. A copy of the youth(s) commitment order(s) shall be taken to local jurisdictional law enforcement for the filing of a *Missing/Wanted Child Report for TBI* (form BI-0083), and for entering into the TBI MCOT database and *National Crime Information Center* (NCIC) database with the additional information needed. Delinquent youth shall be listed as a "**Wanted Person.**" Documentation of interaction with law enforcement shall be recorded in the youth's case notes of their master file.
5. As soon as possible, the youth's parents/guardians, home county case manager and the law enforcement agency in the youth's home community must be informed by telephone of the escape by the youth development center case manager/designee.
6. Failure to return on time from a pass or approved leave shall be reported as an escape after two hours unless the youth or youth's family contacts the YDC with a legitimate explanation.
7. The staff who completes the *TBI Missing Child Report* (form BI-0083) is the one listed as complainant and contact person on the report and is responsible for notifying law enforcement to remove the youth's name upon apprehension.

D. Apprehension

When a youth is apprehended a *Notice of Apprehension* report shall be completed via the *Critical Incident Reporting Web Application* on the DCS Intranet and forwarded to the Commissioner's office.

E. Follow-up investigation

1. The superintendent or designee must immediately investigate and prepare a written report of each escape incident to include the possibility of employees negligence and corrective actions, if any, taken to prevent future occurrences.

2. The report shall be forwarded to the Executive Director of Juvenile Justice within fourteen (14) calendar days.

Forms

BI-0083 TBI Missing Child Report

(Due to incident reporting on the *Critical Incident Reporting* Web Application, the forms listed below will remain in DCS forms on the Intranet for use in the event the *Application* is unusable.)

CS-0311 Incident Report

CS-0296 Notice of Apprehension

Collateral Documents

Incident Reporting Manual (Part 2, Procedures for Youth Development Centers and DCS Group Homes)

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>National Crime Information Center (NCIC):</i>	A nationwide information system dedicated to serving and supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, mug shots and convicted sex offender registry.